



New Hanover County Schools  
*Engaging Students, Achieving Excellence*

DR. CHARLES FOUST  
*Superintendent*

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*Director, Facility Planning & Construction*

**New Hanover County Schools  
Facility Planning & Construction Department  
6410 Carolina Beach Road  
Wilmington, North Carolina 28412**

**PROJECT ANNOUNCEMENT (DS FEMA-1)**

**INSTRUCTIONS:**

This announcement is designed to comply with Section 11B of the Designer Selection Procedures adopted by New Hanover County Schools. Qualified designers wishing to be considered for providing services for the projects described herein should submit the information outlined below addressed to Leanne Lawrence, Director of Facility Planning & Construction, New Hanover County Schools, 6410 Carolina Beach Road, Wilmington, North Carolina 28412, on or before **5:00 p.m. Thursday, May 19, 2022**. Responses received after that time will not be considered.

Requested Submittal Information: **(ONE HARD COPY AND ONE ELECTRONIC FILE ON USB FLASH DRIVE)**

1. Company information addressing, in order listed, each of the selection criteria of the project announcement, and
2. A current Architect-Engineer and Related Services Questionnaire (Standard Form 330).
3. Completed and signed Request for Qualifications Designer Selection Criteria

To qualify for consideration, designers must be licensed by the appropriate North Carolina Board(s) of Registration to practice architecture, engineering, and/or surveying, and fully comply with the instructions of this project announcement.

1. **PROJECT NAME**

Hoggard Baseball Field Lighting, FEMA Public Assistance Grant Program

2. **TYPE OF CONSTRUCTION**

Electrical (Site Work)

3. **PROFESSIONAL SERVICES REQUIRED**

Electrical Engineering Services

4. **PROJECT DESCRIPTION**

Project scope will include removal of existing field lighting, including existing light poles and controls, and addition of new light poles, field lighting and controls, to meet lighting recommendations of the North Carolina High School Athletic Association.

Anticipated Construction Cost: \$350,000.00

Programming/ Design Development	June 2022 - July 2022
Construction Documents	August 2022 – September 2022
Bid & Award	October 2022
Construction	November 2022 – February 2023

5. **INSURANCE**

The Design Consultant shall purchase and maintain insurance for protection from claims under workers' or workmen's compensation acts; claims resulting from negligent acts or omissions for damages because of bodily injury, including personal injury, sickness, disease or death of any of the Design Consultant's employees or any other person; claims for damages because of injury to or destruction of personal property including loss of use resulting therefrom; and claims arising out of the performance of this Agreement and caused by negligent acts or omissions for which the Design Consultant is legally liable. Minimum limits of coverage shall be:

a. Workers' Compensation:

Statutory

b. Employer's Liability:

\$1,000,000.00 Each Accident  
\$1,000,000.00 Policy Limit  
\$1,000,000.00 Each Employee

c. Commercial General Liability  
(Standard ISO Occurrence Form)

Combined Single Limit for Bodily Injury, Property Damage or Personal General Aggregate Injury of:

\$2,000,000.00 (Except Products Completed Operations Limit)  
\$2,000,000.00 Products Completed Operations Aggregate Limit  
\$1,000,000.00 Personal & Advertising Injury Limit  
\$1,000,000.00 Each Occurrence Limit

d. Commercial Automobile Insurance including coverage for owned, non-owned and hired vehicles.

\$1,000,000.00 Combined Single Limit for Bodily Injury and Personal Damage

e. Professional Liability (Claims Made Form):

\$1,000,000.00 Each Occurrence

\$2,000,000.00 Aggregate

f. Umbrella Liability Insurance to “pay on Behalf of the Insured”

\$1,000,000.00 Limit

Evidence of such insurance shall be furnished to the Owner, and the Owner shall receive thirty (30) days prior written notice of any cancellation, non-renewal or reduction of coverage of any of the policies. Upon notice of such cancellation, non-renewal or reduction, the Design Consultant shall procure substitute insurance so as to assure the Owner that the minimum limits of coverage are maintained continuously throughout the period of this Agreement. All insurance companies providing the above insurance shall be licensed by the Insurance Department of the State of North Carolina and maintain a rating by AM Best or similar rating company of at least an “A”.

The Design Consultant shall maintain in force during the performance of this contract and for three (3) years after final completion of the Project, the Professional Liability insurance coverage referenced above. The Design Consultant shall deliver to the Owner a Certificate of Insurance for its Professional Liability coverage annually.

The Owner shall be named as additional insureds on Employer’s Liability, Commercial General Liability, Commercial Automobile, and Umbrella liability policies. All insurance policies, except the Professional Liability policy, shall contain a waiver of subrogation against the Owner.

The Design Consultant shall require its consultants to maintain all types of insurance as described in these requirements and shall provide to the Owner Certificates of Insurance.

The Owner shall be under no obligation to review any Certificates of Insurance provided by the Design Consultant or to check or verify the Design Consultant's compliance with any or all requirements regarding insurance imposed by the Contract Documents. The Design Consultant is fully liable for the amounts and types of insurance required herein and is not excused should any policy or Certificate of Insurance provided by the Design Consultant not comply with any or all requirements regarding insurance imposed by the Contract Documents.

Should the Design Consultant fail to provide and maintain in force any insurance or insurance coverage required by the contract documents or by law, or should a dispute arise between owner and any insurance company of the Design Consultant over policy coverage or Limits of Liability as required herein, the Owner shall be entitled to recover from the Design Consultant all amounts payable, as a matter of law, to Owner or any of its agents, had the required insurance or insurance coverage been in force. Said recovery shall include, but is not limited to interest for the loss of use of such amounts of money, plus all attorney's fees, costs and expenses incurred in securing such determination and any other consequential damages arising out of the failure of the Design Consultant or insurance company to comply with the provisions of the Contract Documents, or any policy required hereby, or any other requirements regarding insurance imposed by law. Nothing herein shall limit any damages for which Design Consultant is responsible as matter of law.

6. **SELECTION CRITERIA**

1. Expertise and past performance in K-12 projects (35 %)
2. Staffing and proposed design team for the project (25 %)
3. Proximity to, and familiarity with, the area where the project will be located (25 %)
4. Miscellaneous (15 %)

7. **PROPOSED SELECTION SCHEDULE**

Advertisement for Design Services	Sunday, May 8, 2022
Designer Response Packages Due	Thursday, May 19, 2022 by 5:00 p.m.
Committee Review of Response Packages	Tuesday, May 24, 2022
Committee Recommendation to Superintendent	Thursday, May 26, 2022
Final Selection by Board of Education	Tuesday, June 7, 2022